

## ***City Council***

### ***Study Session Summary***

**August 25, 2015**  
**Library Meeting Room, 951 Spruce Street**  
**7:00 PM**

The City Council met in a study session at 7:00 p.m. in the 1<sup>st</sup> Floor Meeting Room at the Louisville Public Library at 951 Spruce Street, Louisville, Colorado. The following persons were present:

City Council Present: Mayor Bob Muckle  
Mayor Pro Tem Hank Dalton  
Council member Jay Keany  
Council member Chris Leh  
Council member Jeff Lipton  
Council member Susan Loo  
Council member Ashley Stolzmann

Staff Present: Malcolm Fleming, City Manager  
Heather Balser, Deputy City Manager  
Kurt Kowar, Public Works Director  
Troy Russ, Planning and Building Safety Director  
Joe Stevens, Director of Parks and Recreation  
Ken Swanson, Chief Building Official  
David Baril, Head Golf Professional  
David Dean, Golf Course Superintendent  
Carol Hanson, Deputy City Clerk  
Denise White, Marketing  
Dawn Burgess, Executive Assistant to the City Manager

Local Licensing Authority members: Matthew Machado, Marguerite Lipton

Golf Course Advisory Board Members: Ken Gambon, Dennis Maloney, Perry Nelson, Cory Nickerson, Heikke Nielsen, Lisa Norgard, Sandy Stewart,

Members of Public

*Call to Order* – The meeting was called to order at 7:00 PM by Mayor Pro Tem Dalton. Mayor Muckle joined at 7:05 PM

### **Discussion – Building Permit and Land Development Services Survey Results**

Chelsey Farson of National Research Center presented survey results and presentation accompanying the packet.

City Manager Fleming would like to see an ongoing questionnaire so every applicant has an opportunity to help us understand what works and what does not. He is happy our results are comparable to other municipalities.

Council member Loo thinks there could be a problem with honesty on survey if it is done with permit process.

Jeff Lipton – Troy – variance took effect in 2015. Policy change was very effective. Over counter reviews were not counted at all. Variance improvements – Would like feedback on fees.

Planning staff has been stable. There has been turnover in Building Safety. There were positive and negative information in comments. Staff will review comments.

Council member Stolzmann said that with enforcement it is hard to get positive results; she gave kudos to Chief Building Official Ken Swanson. She would like to have more consistency, would like improvement in Customer Service and fees. She would also like to find out why people do not get permits and participating in the process.

Mayor Muckle was disappointed so few people responded to survey. Ms. Farson responded that often you only hear from people who have a strong opinion one way or another. There was a follow-up reminder for survey. Survey was available online.

Troy Russ said improvement should come with new EnerGov software. Should make is simply easier for staff and customer. Construction standards need to be updated.

### **Discussion – Local Licensing Authority Annual Report**

Matt Machado gave an overview of the past year for the Local Licensing Authority (LLA). Overall, it was a quiet year with no issues. Officers Christi Gordanier and Ben Redard have done a great job communicating with the Board and applicants. There has been staff turnover in Police department but the Board believes no incident reports have been missed. Police report is on the agenda each month.

The Board had one hearing which did not result in suspension.

The Board approved an additional point of sale (cash register) for a marijuana business. No negative incidents. Liquor stores occasionally have issues.

There were no issues with Street Faire, Concerts in the Park, private events.

The goal at meetings when new applicant comes in is education. The Board tells the applicant the City has a very active Police force and encourages them to attend trainings. Deputy City Clerk Carol Hanson does great job informing and educating the applicants prior to hearings and applicants come to meetings prepared.

Council member Lipton said the Board does good job focusing on education and working with permit holders to continuously improve.

#### **Discussion – Golf Course Advisory Board**

Golf Course Advisory Board (GCAB) Chair Ken Gambon gave an overview of the past year at Coal Creek Golf Course (CCGC). He began by showing a video giving a hole by hole overview of the course. This video will be shown on website. Marketing Specialist Denise White said the idea it to break it into chapters so people can choose which holes they would like to look at. They are developing another video talking about other amenities.

Chair Ken Gambon reviewed highlights of the past year. Landscapes Unlimited did an outstanding job rebuilding Coal Creek Golf Course (CCGC). Gambon praised Parks and Recreation Director Joe Stevens for managing the project. The flood mitigation efforts were very important. Comments Gambon gets on the reopened course are generally positive.

Gambon discussed the goals and plans for next year.

Need to keep a laser focus on several things:

- Course conditions need constant monitoring.
- Number of rounds per day vs plan
- Monthly revenue and profit v plan
- Golfer and homeowner /citizen satisfaction
- Monitor competition on price, offerings and course condition

Sarah Jarmon of The Mine Restaurant spoke. The kitchen is not big enough for dinner service. Feels she has good support from staff.

Council member Hank Dalton said he thinks sometime in the future and think about the conditions would be to cause board to say we don't need to exist or what the board needs to do to keep moving forward.

Council member Susan Loo thought the plan was to get the CCGC out of General Fund and self-sustaining. Are we there? If not, what will it take to get there? City Manager Fleming said we are not there yet. Finance will have to transfer \$380k from general fund to sustain operations for 2015. Hope the \$80K we were not anticipating can be paid back. Staff have ideas to get us out of General Fund. Council member Stolzmann would like Board to review metrics and details at meetings to help keep everyone informed. She hears complaints from Ward III homeowners about weeds. Perhaps publish punch list of items. After Labor Day staff will start maintenance. Google reviews, Yelp, etc have some positive and also some very helpful negative reviews. It would be good to reach out to those people. It would be nice to understand the marketing strategy.

Council member Lipton believes it is important to celebrate success. Compared to where we were 2 years ago, things are good. It is a new venture, a new business – we need to give it a period of time. Board and staff have done a great job – now we need to continuously better.

GCAB member Dennis Maloney thanked Council for helping mitigate flood issues.

Denise White said the new website is close to being launched. Meanwhile she is working on other social media.

Parks and Recreation Director Stevens said the City has an obligation to run the golf course like a business.

Mayor Muckle said we have come a long way in the past two years. We need usable metrics. GCAB will be helpful moving forward. He agrees with Council member Stolzmann that we need to spend money to move forward with course conditions, marketing and restaurant. It is an investment in our future.

### **City Manager's Report**

City Manager Fleming addressed an email concerning the golf course. The key issues he mentioned were: we pay wages based on comparisons with other jurisdictions, Human Resources is going through the hiring process and have hired 18 new seasonals. We do have to do drug testing.

### **Identification of Future Agenda Items**

Correction to advanced agenda – SAB Community Garden will be pushed back to 9/15

City Manager Fleming said he will ask the City Attorney if 1<sup>st</sup> Readings of Ordinances can be moved to Consent.

Council member Keany would like to discuss opting out of state broadband – discuss early next year if we want to put on ballot to opt out.

Special Events review should be moved from Consent to Regular agenda

*Adjourn – 9:32 pm*  
*Submitted by – Dawn Burgess*  
*August 26, 2015*